



INPATIENT DATA USERS GUIDE

July 2004

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SECTION I: INTRODUCTION

PURPOSE

This User Guide is intended to orient users to Medical Information Reporting for California (MIRCal), as well as serve as a companion to the Computer Based Training (CBT). The Office of Statewide Health Planning and Development (OSPHD) developed these resources to provide users the training they need to begin and continue using the MIRCal system.

OBJECTIVE

This guide should assist the user with:

- Understanding the minimum system requirements that must be met prior to using MIRCal.
- Accessing MIRCal using a web browser utilizing a user-specific username and password.
- Creating a reporting profile.
- Understanding the steps involved in uploading a data file to the server.
- Using web entry to manually enter records.
- Understanding the difference between a test and formal submission.
- Viewing the status of submitted data.
- Viewing and utilizing Summary and Detail Error Reports.
- Making corrections to previously submitted records.
- Assisting User Account Administrators in creating/maintaining facility users account information.
- Understanding where to go for additional help.

SECTION II: BASICS FOR ALL USERS

BACKGROUND

MIRCal is a web-based application that provides a convenient and secure way for healthcare facilities and/or their designated agents to submit patient discharge data to OSHPD.

MIRCal was developed in response to two specific requirements of *Senate Bill 1973:

- 1) Accelerate the collection of data through online transmission.
- 2) Make data available to the public no later than 15 days after the approval of data.

*SB 1973, (Maddy, Statutes of 1998, Chapter 735) addressed these issues and was incorporated into the California Health and Safety Code, in Sections 128675-128815.

MIRCal uses “advanced technology to accelerate the collection and dissemination of patient level health data” (excerpt from SB 1973). Examples of advanced technology in MIRCal include:

- Using the Internet to submit data, retrieve submission results, and provide error reports.
- Encrypting data for security.
- Restricting access to MIRCal through the use of usernames and passwords.
- Restricting access to specific functions within MIRCal through the use of user roles.
- Allowing facilities to repeatedly test their data and correct errors before formal submission through the use of a “test submission” function.
- Allowing facilities to enter and submit records directly through MIRCal through the use of a “web entry” function.
- Correcting errors online.

Currently, MIRCal accepts only inpatient data. Future enhancements include accepting Emergency Department (ED) and Ambulatory Surgery (AS) data.

SYSTEM FUNCTIONS

The collection, editing, and dissemination of patient discharge data are now automated processes through MIRCal.

There are two ways to submit data through MIRCal, both via the Internet:

- 1) Using the file submission function, you will send a copy of the internal file that your facility has already set up to capture OSHPD required data; or,
- 2) Using the manual record entry function, you will enter individual records directly online using the web entry form available in MIRCal.

The method you choose will depend on your facility’s business practice.

Data may be submitted in either test or formal mode. Both submission modes go through the same edit programs and generate the same summary and detail reports. The differences are:

Test Submission

Test submission was designed as a tool for you to test your data before formally submitting to OSHPD. If your data contains errors, you can correct and resubmit it as a test submission as many times as you like. OSHPD encourages you to take advantage of test submissions before formally submitting your data. **A test submission does not result in an official approval of data.** Once your data is at or below Error Tolerance Level (ETL) and you choose not to make further corrections, you must submit it as a formal submission no later than the current due date.

Formal Submission

Formal submission results in a formal approval or rejection of your data. If data are approved, no further corrections can be made. Errors (blank or invalid) below the established ETL are defaulted prior to the data being available to the public. **If data are rejected, you are required to correct and resubmit it no later than the current due date.**

The edit programs that OSHPD uses to process your data are as follows:

- Transmittal
- Licensing
- Standard
- Readmission
- Coding
- Trend
- Comparative
- Exception
- DRG 470

MIRCal provides numerous summary and detail reports. These reports provide the results of the processing of your data through the various edit programs, and assist you in identifying and correcting any data errors found. To view MIRCal reports, you will need the Adobe® Acrobat® Reader. You can download this free software from Adobe's® website.

There are two ways to correct your data errors through MIRCal:

- 1) Offline Corrections – correct the data in your in-house system, and then submit the corrected data file through MIRCal; or

- 2) Online Corrections – correct individual records within MIRCal, and then submit the corrections. If you created your records online (through Web Entry) you must make your corrections online through MIRCal.

WARNING: Do not correct records online and then submit a file. The file will overwrite your manual corrections.

USERS AND THEIR ROLES

MIRCal supports three distinct types of users: User Account Administrators (UAA), Facility Users and Designated Agents (DA). Each of these roles is described below.

User Account Administrators

User Account Administrators are facility staff responsible for creating and maintaining their facility's MIRCal user accounts and contact information. OSHPD strongly recommends the assignment of more than one UAA.

Only OSHPD can create accounts for UAA's. Access will be granted only after receiving the Facility User Account Administrator Agreement(s) from your facility. A UAA cannot create accounts for DA's or for other UAA's.

Facility Users

Facility Users are facility staff responsible for entering and/or submitting data to OSHPD, retrieving submission results, and correcting data errors. Users may perform some or all of these functions, depending on the access granted by the UAA.

Each Facility User has a MIRCal user account. A facility is allowed a maximum of 10 user accounts, including up to 3 UAA accounts.

Designated Agents

Designated Agents (DA) are facility-contracted vendors responsible for submitting data files on behalf of a facility. DA access to MIRCal can only be granted by OSHPD and will only be initiated upon receipt of an Agent Designation form completed by the facility.

DA's can submit data files and retrieve submission results. If the data contains errors, the facility is responsible for making corrections. The DA can submit a corrected data file.

SECURITY

MIRCal has several features designed to ensure the privacy of patient data. OSHPD restricts access to MIRCal and employs the use of a secured Internet connection.

Restricted Access to MIRCal

OSHPD recommends that you restrict access at your facility by minimizing the number of facility user accounts you create.

OSHPD has restricted access to MIRCal by ensuring the following:

- All users must have a user account, which requires a unique username and password.
- Only OSHPD can create user accounts for UAA's. A completed Facility User Account Administrator Agreement is required.
- Only UAA's can create user accounts for users at their facility.
- Only OSHPD can create user accounts for DA's. A completed Agent Designation form is required.
- All users — whether they are UAA's, Facility Users, or DA's — can access information only for the facilities to which they are assigned.

Secure Computer Connection

MIRCal uses a type of data encryption called Secure Socket Layer (SSL) to make sure that your data cannot be intercepted when it is transmitted over the Internet. To ensure the highest level of security, MIRCal requires you to use Internet Explorer (IE) version 5.0 (or higher) with 128-bit SSL.

If you launch your Internet browser by clicking on a blue “e”, you are using Internet Explorer. If not, you are using some other browser (i.e. Netscape). To download Internet Explorer or upgrade an earlier version of IE, use this Microsoft Internet Explorer link:

<http://www.microsoft.com/windows/ie/download/default.asp>

To check your Internet browser version and for 128-bit encryption:

- Select **Help** from the top navigation bar.
- Select **About Internet Explorer**.
- A separate window opens that lists the current version (should be 5.0 or higher) and the Cipher Strength (should be 128-bit). If 128-bit is not noted, click the **Update Information** link. It will take you to the Microsoft site.

Accessing MIRCal

To access MIRCal, open your web browser, type the MIRCal Informational web address:

www.oshpd.ca.gov/hid/MIRCal/index.htm.

To save this address, click on “Favorites” on your tool bar, click on “Add to Favorites”, and click on Ok.

The MIRCal Informational Website (IWS) Welcome screen appears. For data reporting information on Inpatient (IP), Emergency Department (ED), or Ambulatory Surgery (AS) click the appropriate link.

You will also find links for the following:

Log on to MIRCal Now	This is a direct link to the MIRCal log on page.
MIRCal Resources: Bulletins, Forms, Manuals and Reports	Access to facility reporting forms, manuals and reports.
Take Computer Based Training	This is a direct link to the Computer Based Training for MIRCal.
Determine What You Need	The minimum system requirements needed to use MIRCal.

Let's look at these individual links:

Log On To MIRCal Now

The MIRCal Log On screen has a Main Menu with links for information about MIRCal. It is not necessary to log on to MIRCal to utilize these links:

Contact OSHPD	Phone numbers, mailing address and email information.
FAQs	Frequently Asked Questions about MIRCal.
MIRCal IWS	The MIRCal informational website.
HIP Report	Hospital Inpatient Profile (HIP) Report (see Appendix A for details).
Security Information	Security information is currently being updated.
Need Help?	Access to OSHPD reporting manuals, guides and various resources.

When logging on to MIRCal for the first time, enter your OSHPD assigned username and password. You will be prompted to change that password to one of your own choosing.

Passwords

- Must be a combination of alpha and numeric characters.
- Must be no fewer than 8 and no more than 16 characters.
- Are case sensitive and must be entered exactly as you originally specified.

You will continue to use this new password when logging on to MIRCal.

If you enter your password incorrectly three times when logging on, you will be locked out of MIRCal. If you are a Facility User, contact your UAA to have your password reset. If you are a UAA or Designated Agent, contact OSHPD.

MIRCal Resources

The following products, listed by media type, are available for **inpatient discharge data**. You would select one of the following for more information:

Description / Forms / Manuals/Instructions / MIRCal

To access the MIRCal User Registration Forms, click **Forms**.

MIRCal User Registration Forms

- Hospitals:

You can download the entire Registration Packet or select the desired form. To register to be your facility's User Account Administrator, complete and mail the Facility User Account Administrator Agreement form with original signatures to OSHPD.

If you are requesting access to MIRCal as a Facility User, please contact your facility's User Account Administrator(s) to have a user account created. If you are unsure of whom your User Account Administrator is, contact your PDS analyst or the MIRCal Support Line at (916) 324-6147.

If a Designated Agent will be submitting data on behalf of your hospital, you must first complete and submit an Agent Designation Form with original signatures to OSHPD.

- Designated Agents:

In order to be granted access to MIRCal, both the **Agent Designation Form** (completed by the hospital) and the **Designated Agent User Agreement** form (completed by the Designated Agent) must be submitted to OSHPD.

To access the MIRCal Manuals, click **Manuals/Instructions**.

Patient Discharge Data Manuals and Guides

- California Patient Discharge Data Reporting Manual
- File Specifications (Appendix C)
- *ICD-9-CM Coding Edit Manual*
- *MIRCal Edit Program Descriptions (for edit criteria and flags)*
- *MIRCal Quick Reference Guide*

Take Computer Based Training (CBT)

This is an interactive training that will take you through five modules to familiarize you with MIRCal. OSHPD recommends that all users complete this training prior to using MIRCal. Additionally, you may want to refer back to the CBT as a reference source.

Determine What You Need

In order to expedite the MIRCal access process, verify that you have the minimum system requirements:

- Personal Computer - minimum configuration
- 300 MHz processor, 64 MB RAM, 4 GB hard drive (at least 500 MB Free)
- High speed Internet connection or 56k modem or faster
- Virus Checking Software
- Microsoft Internet Explorer 5.0 (or higher) with 128-bit Secure Socket Layer (SSL).
- Internet Access (Internet Service Provider - ISP)
- E-mail Account
- Adobe Acrobat "READER", Version 4.0 or higher (free)
- File Compression Program. MIRCal accepts files that are 3MB or less. Data files that are more than 3MB must be zipped in order to be submitted successfully. The following compression applications are supported and can be obtained from the manufacturer's website: Winzip, Pkzip, or gzip.
- CD-ROM (optional)

Let's get started...

SECTION III: GETTING STARTED

MIRCAL ACCESS REQUIREMENTS

To access MIRCal initially, a facility must meet the following security requirements:

- Complete and return to OSHPD the Facility User Account Administrator Agreement(s) with original signature(s). Faxes are not acceptable.
- Establish a user account with OSHPD by obtaining a username and password (provided by OSHPD upon the receipt and approval of the Facility User Account Administrator Agreement(s).

ACCESSING MIRCAL

To access MIRCal, open your web browser, type the MIRCal Informational web address:

www.oshpd.ca.gov/hid/MIRCal/index.htm.

To save this address, click on “Favorites” on your tool bar, click on “Add to Favorites”, and click on Ok.

The MIRCal Informational Website (IWS) Welcome screen appears. For data reporting information on Inpatient (IP), Emergency Department (ED), or Ambulatory Surgery (AS) click the appropriate link.

You are now ready to log on. Click the “**Log On to MIRCal Now**” link.

When you log on to MIRCal for the first time, enter the username and password OSHPD provided. You will be prompted to change that password to one of your own choosing.

Passwords

- Must be a combination of alpha and numeric characters.
- Must be no fewer than 8 and no more than 16 characters.
- Are case sensitive and must be entered exactly as you originally specified.

You will use this new password from now on when logging on to MIRCal.

If you enter your password incorrectly three times when logging on, you will be locked out of MIRCal. If you are a Facility User, contact your UAA to have your password reset. If you are a UAA or Designated Agent, contact OSHPD.

CREATING A REPORTING PROFILE

Each time you log on you need to create a reporting profile; until you do you cannot access other MIRCal functions. Creating a reporting profile consists of three basic steps:

- 1) Selecting a facility – This screen only appears if the user has multiple facility access.
- 2) Selecting a data type – Currently the only option available is inpatient data. Future enhancements include accepting Emergency Department (ED) and Ambulatory Surgery (AS) data.
- 3) Selecting a report period – **Make sure you select the appropriate report period from the drop down menu.**

Your reporting profile is displayed in the Information Bar at the top of the screen (see example below).

OSHDP - MIRCal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address <https://mircal.oshpd.state.ca.us/mircal/Main/DataSubmissionStatus.asp> Go Links

OSHDP Planning for California's Health Care Future OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT 29 March 14:49:10

MIRCal Medical Information Reporting for California

Jan 01 2001 - Jun 30 2001 999902 CBT Facility 999902 Inpatient

Main Menu

- Facility
 - Change Facility
 - Change Data Type
 - Change Report Period
 - Verify Facility Info
- General Status
 - Submission Status
- Online Submission
 - Submit File
- Web Entry
 - Manual Record Entry
 - Submit Records
- Results
 - View Error Summary

SUBMISSION STATUS

Report Period: Jan 01 2001 - Jun 30 2001

Due Date: May 31 2002

Report Status: No submission has been made.

Last Submission Mode	
Date of Last Submission	
User ID for Last Submission	
Number of Test Submissions	0
Number of Formal Submissions	0
Total Records	

<http://www.oshpd.state.ca.us/> Internet

You can change the reporting profile at any time during a session by accessing the screens from the Main Menu.

SUBMISSION STATUS

When you finish creating a reporting profile, the Submission Status screen is displayed. This screen contains a number of fields with information about the status of your data:

Report Period	Displays the report period selected in your reporting profile.
Due Date	Displays the due date for the report period.
Report Status	Shows the status of last submission: No submission has been made. [File or Records or Corrections] Submitted - Not Processed [File or Records or Corrections] Submitted - Being Processed Data Rejected – Error Reports [being generated or are ready] Below ETL – Submit as Formal by Due Date (This only appears for test submissions.) Data Approved (This only appears for formal submissions.)
Last Submission Mode	Indicates whether the last submission was a test or a formal submission.
Date of Last Submission	Displays the date and time of the last submission.
User ID for Last Submission	Indicates who made the most recent submission.
Number of Test Submissions	Displays the total number of test submissions to date.
Number of Formal Submissions	Displays the total number of formal submissions to date.
Total Records	Displays the total number of records received in the last submission.

You are now able to access other MIRCal functions using the Main Menu.

MAIN MENU

The main menu lists all of the MIRCal functions that you are authorized to use. Access to functions is restricted based on your user type and how your user account was set up. Different users will see different menu options. The primary areas include:

Main Menu	List of all MIRCal functions.
LOGOUT	Link for logging out of MIRCal.
Facility Change Facility Change Data Type Change Report Period Verify Facility Info	Used to change the reporting profile and to verify facility information.
General Status Submission Status	Used to check the submission status information for each data submission.
Online Submission Submit File	Used to submit data files to OSHPD.
Web Entry Manual Record Entry Submit Records	Used only by Facility Users to enter individual records online and submit them for processing.
Results View Error Summary View Error Reports Special Documents	Used to view summary and detail error reports to help identify and correct errors in the data.
Correction Make Corrections Add Records Search Records Submit Corrections	Used only by Facility Users to add, correct, and submit records online.
User Information Maintain Users Assign Contacts	Used only by User Account Administrators to maintain accounts and facility contact information.
General Information FAQs Contact OSHPD Change Password	Used to change your user password and access MIRCal support information such as Frequently Asked Questions (FAQs), etc.
Need Help?	Access to OSHPD reporting manuals, guides and various resources.

Let's submit a file ...

SECTION IV: ONLINE SUBMISSION

To send a copy of the internal file that your facility has created to capture OSHPD required data, select the **Submit File** function from the Main Menu:

- The Verify Facility Information screen appears. The primary and secondary contacts as well as facility administrator information for your facility is displayed for verification.
- If this information is not accurate, click **Cancel** and contact your facility's UAA.
- If you are the UAA, you should update this information via Maintain Users on the Main Menu (see the User and General Information section of this guide for detailed instructions). You should also review the license information (types of care and service) for accuracy. Contact the OSHPD Activity Desk at (916) 324-2705 if this information is not accurate. Facility UAA(s) displayed at the bottom of the screen are for informational purposes only.
- If all information is accurate, click **Continue**.
- The Select Test or Formal Submission screen appears. If you previously submitted a file and have added records or made corrections and you are now submitting a new file, a **warning message** may appear. Be sure to read the warning message before continuing, as submitting the new file will overwrite what you previously submitted, including any saved records and corrections made online.
- Click **OK** to continue or click **Cancel** to exit this process.

SELECT THE SUBMISSION TYPE

Data may be submitted in either test or formal mode. Both go through the same edit programs and generate the same summary and detail reports. The differences are:

Test Submission

Test submission was designed as a tool for you to test your data before formally submitting to OSHPD. If your data contains errors, you can correct and resubmit it as a test submission as many times as you like. OSHPD encourages you to take advantage of test submissions before formally submitting your data. **A test submission does not result in an official approval of data.** Once your data is at or below Error Tolerance Level (ETL) and you choose not to make further corrections, you must submit it as a formal submission no later than the current due date.

Formal Submission

Formal submission results in a formal approval or rejection of your data. **If data are approved, no further corrections can be made.** Errors (blank or invalid) below the established ETL are defaulted prior to the data being available to the public. **If data are rejected, you are required to correct and resubmit it no later than the current due date.**

ATTACH A FILE

Once you have made a selection, the Transmittal for File Submission screen appears. Enter the number of records to be submitted. If you know the exact file location and name, you can type it in the field next to the Browse button. If not, locate your data file by clicking the **Browse** button.

Before attaching your file, check to see:

- where your file is located (e.g. on your a:\drive, c:\drive or on your facility's network).
- that your data are one file. If not, see your Information Technology (IT) department for assistance.
- that your file has the correct extension. It must end with .txt extension.
- if your file is greater than 3MB, it must be zipped in order to be submitted successfully. The following compression applications are supported and can be obtained from the manufacturer's website: Winzip, Pkzip, or gzip. Check with your IT department for instructions or to request a zip program.

Select the appropriate file and click **Open**. The file name should display in the file field.

Click **Attach** to load your file to the server. This could take a few seconds or up to 15 minutes. Once data has been attached, a message will appear in **green** showing the name, size and type of the file you attached.

SUBMIT A FILE

Click **Submit**, or to cancel the process click **Cancel**.

The Confirmation screen appears displaying information about your most recent data submission. This confirmation will not appear again. **Use the print function to generate a confirmation copy for your records.** After printing, click **Continue**.

SUBMISSION STATUS

The Submission Status screen again appears displaying the current report status and summary. The report status will automatically update as your data goes through MIRCal processing. Although OSHPD has 15 days to provide your data submission results, they are usually available within 24 hours. (See the Getting Started, Submission Status section of this User Guide for a listing of all the report status messages.) You will temporarily be denied access to MIRCal submission, reports and correction functions until your file has completed processing. You may want to log out of MIRCal and periodically check back for your submission status.

Let's enter and submit a record through web entry...

SECTION V: WEB ENTRY

MIRCal provides a web entry feature to enter and submit records online. Facilities that do not have the capability to produce file extracts can enter data directly into an online form and submit the records for processing.

MANUAL RECORD ENTRY

Select **Manual Record Entry** on the Main Menu under Web Entry. The Record Entry screen appears.

You have the option of entering data into a blank record form or viewing a list of records that have been manually entered or corrected. This screen also displays the current count of records saved but not yet submitted.

To enter data online, click **Enter New Record**.

RECORD ENTRY FORM

The Record Entry Form screen contains the same fields as the Manual Abstract Reporting Form that it replaces. The form is divided into the following columns:

- Elements – provides the field name.
- Help – provides a list of values or a date range for that field.
- Data Entry – the only column where data are entered on the form.
- Error Flags – displays any validation errors associated with entered data.
Note: Error flags will not display until the record is saved.

As data is entered, some fields will automatically advance to the next data entry field, while others require you to manually tab to the next field.

Keep in mind MIRCal's 15-minute timeout security feature. If you need to stop working in MIRCal, make sure to save the record even if it is only partially completed. When you log back on to MIRCal, you can complete the blank fields by clicking **View Record List**. Timing out without saving will cause you to lose the entire record.

SAVING RECORDS

When all data for this record has been entered, you will have the option to **Save With Validation, Skip Error Correction, Clear or Cancel**:

- **Save With Validation** – Saves the record and edits only for blank and invalid values. This action does not submit the data. MIRCal will check for other types of errors when you submit your records. (Submitting your record(s) will be discussed later in this section of the User Guide.)

- **Skip Error Correction** – record is saved without blank and invalid validation.
- **Clear** – restores each field to blank.
- **Cancel** – returns you to the Record Entry screen.

Blank or invalid entries that were detected during initial validation of the record are listed at the top and highlighted in the body of the Record Entry Form. Use the **View Errors in New Window** button to list the errors in a separate browser window; this allows you to correct errors without scrolling up and down the Entry Form.

You may correct the record and **Save With Validation** again or **Skip Error Correction** (record is still saved) or **Delete** the entire record.

After you have made your selection, you are returned to the Record Entry Screen. At the bottom of the page, the current count of records saved but not yet submitted is displayed in red to remind you to submit the records for processing. This number is a running total of all web records entered and saved. To view a list of saved web records, click **View Records List**.

LISTING OF RECORDS ADDED OR CORRECTED ONLINE

This screen lists all records entered or corrected and saved through the Web Entry or Corrections functions with the following information displayed:

Blank or Invalid Errors	<p>“Yes” is displayed when saved with validation and the record contains blank or invalid errors.</p> <p>“No” is displayed when saved with validation and there are no blank or invalid errors.</p> <p>“N/A” is displayed when you skipped error correction.</p>
Sequence Number	This is the number MIRCal assigned to the record when it was saved. MIRCal numbers records sequentially, so the sequence numbers reflect the order in which records were entered.
Record Data	Displays facility’s Abstract Record Number, Date of Discharge, Date of Birth and Type of Care entries from the record.
Delete Checkbox	Click the checkbox next to each record to be deleted (multiple records can be selected) then click Delete Selected Records for each page.
Total Pages	Displays the total number of pages in the record list. Clicking a page number takes you to that page.

To re-sort the list, click any blue column heading. To view a record, click any entry in the row for the record (for example, "NO" or "3"). You are taken to the Record Correction for Blank and Invalid Values screen for the record selected. You may:

- Correct the blank and/or invalid field and **Save with Validation**, or
- **Skip Error Correction** (record saved with errors to be corrected after submission), or
- **Delete** (entire record).

OSHPD recommends correcting errors as soon as the data are entered.

You are now ready to submit the records.

SUBMITTING RECORDS

The steps involved in submitting Web Records are similar to submitting a data file. To submit Web Records, click the **Submit Records** link on the Main Menu under Web Entry, then:

- Verify Facility Information.
- If this information is not accurate, click **Cancel** and contact your facility's UAA.
- If you are the UAA, you should update this information via Maintain Users on the Main Menu (see the User and General Information section of this guide for detailed instructions). You should also review the license information (types of care and service) for accuracy. Contact the OSHPD Activity Desk at (916) 324-2705 if this information is not accurate. Facility UAA(s) displayed at the bottom of the screen are for informational purposes only.
- If information is accurate, click **Continue**.
- Select a Submission Type (Test or Formal).
- The Transmittal for Web Entry Records will display the total number of records in the database (both saved and/or submitted).
- If the number of records displayed is correct, check the box and click "**Submit**".
- If the number of records displayed is not correct, click "**Cancel**".
- Print this confirmation for your records. (Reminder: this is the only time this confirmation will appear.)

The Submission Status screen again appears displaying the current report status and summary. The report status will automatically update as your data goes through MIRCal processing. Although OSHPD has 15 days to provide your data submission results, they are usually available within 24 hours. (See the Getting Started, Submission Status section of this User Guide for a listing of all the report status messages.)

Once the file or record submission process is completed, you are ready to view the results.

Let's retrieve the submission results...

SECTION VI: RETRIEVING SUBMISSION RESULTS

To retrieve submission results log, on to MIRCal and create a reporting profile. The Submission Status screen appears displaying the current report status and summary. The report status will automatically update as your data goes through MIRCal processing.

REPORT STATUS

The **Report Status** will vary depending on the type of submission and the submission results:

- **[File or Records or Corrections] Submitted - Not Processed**
- **[File or Records or Corrections] Submitted - Being Processed**
- **Data Approved ***

* This **status appears only for formal submissions**. It indicates that your data passed all edit programs. No further action is required by your facility for this report period.

- **Below ETL - Submit as Formal by Due Date ****

** This **status appears only for test submissions**. It indicates that your data passed all edit programs and that you can now submit data as formal.

Facilities have the option of:

- 1) Correcting noted errors in their data and resubmitting as a test; **or**,
 - 2) Formally submitting data to OSHPD. Once the data are formally submitted, no further correction may be made. Errors remaining in the data will be defaulted prior to public release.
- **Data Rejected**

Facilities can determine which edit program(s) failed by clicking **View Error Summary** under Results on the Main Menu. The Main Error Summary for All Edit Programs summarizes the results of your data submission after it has been processed through the various edit programs.

VIEW ERROR SUMMARY


The top portion of the Main Error Summary for All Edit Programs (“A” in screen insert) notes details of the data submission (e.g. facility number and name, report period, number of records, etc.). The left side of the report (“B” in screen insert) lists all edit programs and notes whether the data:

- **“Passed”** – data are at or below the established ETL.
- **“Failed”** - data are above the established ETL.
- were **“Not Run”** – edit program(s) were not run when data failed during transmittal or licensing validation or because data were submitted via Manual Record Web Entry.

The right side of the report (“C” in screen insert) provides error messages, as well as other pertinent information.

Main Error Summary for All Edit Programs

For details on the errors in each Edit Program, click on "View Error Reports" on the Main Menu.

Facility Number	600001	
Facility Name	Test Facility 600001	
Report Period	Jan 01 2003 - Jun 30 2003	
Number of Records	4	
Submission Date	12/31/2003 11:06	
Processed Date	12/31/2003 11:07	
Submitted by	solsen	
Submission Mode	Test	
Report Status	Data Rejected	

	Error Messages	Number of records
Transmittal Validation	Pass	



	Error Messages	
Licensing Check		



		Number of Critical Flags	Number of Warning Flags
Trend Edits	Pass	0	0
Comparative Edits	Fail	11	

		Number of Records with Errors
Ungroupable (DRG 470)	Records Fail	4

		Number of Records with Critical Errors	Percentage of Total Records
Standard Edits	Fail	4	100.00%
Coding Edits	Pass	0	0.00%
Re-Admission Edits	Pass	0	0.00%

	Number of Edit Flags
Exception Edits	2

EDIT PROGRAM DESCRIPTIONS

Understanding the edit programs and the reasons data fail is very important when determining the best way to correct errors. The following table displays the edit programs, descriptions and some reasons data will be rejected:

Program	Description	Likely Cause of Failure
Transmittal Validation	Checks the "Expected" versus "Actual" data submitted for: <ul style="list-style-type: none"> • Virus infected file • No data in file • Multiple files in the Zip file • Incorrect file format • Discrepancy in the number of records submitted • More than ten (10) records with a Discharge Date outside the report period • Incorrect Facility ID number on one or more records 	Your data did not pass one or more of the transmittal validations.
Licensing Check (Validation)	Checks to make sure your data includes all the types of care and services for which your facility is licensed. For example, if your facility is licensed for Acute care, but no records are reported as Acute type of care, then your data will fail this program. NOTE: This program does not check for records that include a type of care for which your facility is <u>not</u> licensed. The Standard Edit program identifies this type of error.	Your facility is licensed for a specific type of care, but that type of care is not being reported on any of your records.
Ungroupable Records DRG 470 (S flag)	Groups each record to the appropriate Diagnosis Related Group (DRG). If a record contains a blank, invalid, or illogical value in Date of Birth, Sex, Principal Diagnosis, Other Diagnoses, Procedures, and/or Patient Disposition, the record is ungroupable and assigned to DRG 470.	One or more records were grouped to DRG 470.
Standard Edit (S flag)	Checks for data entry errors and inconsistencies of data reported within each record. EXAMPLE: Admit Date is AFTER the Discharge Date.	More than 2% of your records contain standard edit errors.
Coding Edit (V flag)	Checks for illogical combinations of ICD-9-CM codes. EXAMPLE: it is illogical for a record to have a Principal Diagnosis code for a normal birth and a Procedure code for a C-section.	More than 2% of your records contain coding edit errors.
Readmission Edit (K flag)	Groups records that contain identical Social Security Numbers (SSNs), and then checks for inconsistencies between the records. EXAMPLE: two records with the same SSN cannot have different dates of birth; either the SSN or the date of birth is incorrect. This program also checks for errors in transfers to a different type of care. EXAMPLE: A patient is transferred within your hospital from Acute Care to SN/IC on the same day. The patient disposition in record 1 is reported as "04 SN/IC within hospital" but the Source of Admission in record 2 is reported as "132 Home." This would cause a readmission error. The Source of Admission in record 2 should be reported as "51x Acute Inpatient within your hospital."	More than 2% of your records contain readmission edit errors.

(Table continues on next page.)

(Table continued)

Program	Description	Likely Cause of Failure
Comparative Edit (C flag)	Based on the TOTAL records reported, checks for reasonable distribution of categories within each data element for the current report period. EXAMPLE: If 100% of your records are reported with Patient Disposition-Routine, this program will generate a Comparative Edit flag and your data will fail.	Your data caused the program to generate one or more Comparative Edit flags.
Trend Edit (T flag)	Compares the data from the current report period to your facility's historical data to identify uncharacteristic increases or decreases in percentages reported for certain data element categories. EXAMPLE: In the current report period, your facility reported 65% Non-Hispanic patients, but in the previous two (2) report periods, you reported only 20% Non-Hispanic patients. If this percentage difference between report periods is outside the "Allowable Difference", either a Critical or Non-Critical Trend flag is generated. Non-Critical flags will not cause your data to fail this program, but one or more Critical flags will.	Your data caused the program to generate one or more Critical Trend flags.
Exception Edit (X flag)	Identifies inconsistencies or reporting levels in your data that may indicate errors. EXAMPLE: an Exception Edit will be generated if no records are reported with a ZIP Code of ZZZZZ (Homeless). If your facility didn't treat any homeless patients during the report period, this isn't an error. However, if your facility did treat homeless patients, the ZIP Code must be reported as ZZZZZ. Do not use XXXXX (Unknown) for Homeless patients.	There is no pass or fail for this program.

The next step towards making corrections is to determine the exact errors that caused the data to fail. Click **View Error Reports** on the Main Menu to look at specific edit program error reports.

VIEW ERROR REPORTS

The Error Reports and Corrections page lists all Error Summary, Detail and Informational Reports that are available for review and/or correction. In the “Edit Program” column, the letter in parentheses after the title is the flag used to identify errors specific to that edit program. For example, (T) denotes that a T-flag is used to identify Trend edit errors in your data.

The Error Reports and Corrections page lists all the reports available in MIRCal.

Jan 01 2001 - Jun 30 2001 999902 CBT FACILITY 999902 **Inpatient**

Report	Description
Edit Programs, Summary and Detail	Provide more specific information on the errors found by each program.
Data Distribution	Provides a summary of the data submitted for the current report period, broken down by data element and category, such as Sex: Male, Female, and Unknown.
DRG Grouper Statistics	Shows the breakdown of your data into MDC and DRG groups.
Questionable DRG	Lists records that may contain DRG errors.
E-Code	Shows the breakdown of your data into various E-code groups, such as Cause of Injury, Place of Occurrence, Valid, and Invalid E-codes.

Error Reports and Corrections			
Edit Program	Summary Report (Printable)	Detail Report (Printable)	Listing of Records for Correction
Trend Edits (T)	View	-----	Correct
Comparative Edits (C)	View	-----	Correct
Ungroupable Records (DRG 470)(S)	-----	View	-----
Standard Edits (S)	View	View	Correct
Coding Edits (V)	View	View	Correct
Re-admission Edits (K)	View	View	Correct
Exception Edits (X)	View	View	Correct
List of All Records Submitted	-----	-----	Correct
Custom Reports	Not Available	-----	-----
Informational Reports			
Data Distribution	View	-----	-----
MDC/DRG Grouper Statistics	View	-----	-----
Questionable DRG	-----	View	-----
E-Code	View	-----	-----

Click on the appropriate “**View**” to access the desired report. You will need Adobe Acrobat Reader to view reports. (You can download this free software at www.adobe.com/products/main.html) Note that when a report is selected from the Error Reports and Corrections screen, the report opens in a new Adobe Acrobat Reader window. Summary and Detail Reports may be printed. Close or minimize the report to return to the Error Reports and Corrections screen.

(For a detailed description of MIRCal summary and detail reports and an explanation of the edit flags, see the *Edit Description Guide*. This Guide can be accessed from the MIRCal Information Website: www.oshpd.ca.gov/hid/MIRCal. Click on **MIRCal Resources** then **Manuals/Instructions/Bulletins** and finally **MIRCal Edit Description Guide**.)

You are ready to begin making corrections...

SECTION VII: CORRECTIONS

There are currently nine (9) MIRCal edit programs applied to discharge data. These programs have been developed to promote reliable, clean, quality data. All facility data are processed through the MIRCal edit programs in the following order: Transmittal Validation, Licensing Check, DRG Grouper, Standard, Coding, Readmissions, Trend, Comparative and Exception Edits.

Your data will be rejected if it fails any of the edit programs. "Fail" means your data are not at or below the established Error Tolerance Level (ETL). Understanding the edit programs and the reasons your data might fail is very important when determining the best way to correct errors. (See the Retrieving Submission Results section of this User Guide.)

If your data fails either the Transmittal Validation or Licensing Check, it will not be processed through the remaining edit programs. Therefore, you must correct the Transmittal and Licensing errors and resubmit your data.

Some programs identify actual (critical) errors that require correction, while others identify potential (warning) errors, which may or may not need to be corrected. Critical flags are those that will cause the data to be rejected if it is above the established ETL or outside the "Allowable Difference" or the "fixed percentage". Warning flags will **not** cause the data to be rejected since they are not applied towards the ETL.

CORRECTION OPTIONS

If you submitted a data file you have two options for correcting errors:

- 1) Offline Corrections – correct the data in your in-house system, and then submit the entire data file through MIRCal; or
- 2) Online Corrections – correct individual records within MIRCal, and then submit the corrections. If you created your records online (through Web Entry) you must make your corrections online through MIRCal.

WARNING: Do not correct records online and then submit a file. The file will overwrite your manual corrections.

CORRECTING ERRORS ONLINE

After reviewing the edit summary and detail reports, begin corrections at the Error Reports and Correction screen. You can access this screen from two options on the **Main Menu**:

- 1) Under **Results**, click **View Error Reports**; or
- 2) Under **Corrections**, click **Make Corrections**.

For the Standard, Coding, Re-Admissions and Exception edit programs, clicking **Correct** will display a list of the records that contain the type of error identified by that program. Although there is no **Correct** link for the Ungroupable Records (DRG 470) edit program, data flagged with a DRG 470 (S or SW) flag will be displayed on the Listing of Records with Standard Edit Errors.

Records are sorted by Type of Care and then Discharge Date within Type of Care. Click on title in any column to change the sort. Click on data in any record to access the record. The Record Correction Form appears.

All edit flags in a record are counted as one (1) error. If there are any critical errors within a record, the record will be counted toward the ETL. Errors detected during the validation process of your data are displayed: critical error flags (red), warning error flags (blue).

If you want to refer to the error flag listing while you work on the record, click **View Errors in New Window** to display the error flag listing in a pop-up window. This window will minimize as you scroll down the Record Correction Form. Clicking the open application on the tool bar will call it back up. These same error flags and descriptions are also displayed statically at the top of this form.

An error or warning flag appears next to the incorrect data. Match the flag to its description. The first letter in an error flag indicates which edit program identified the error: S for Standard, V for Coding or K for Re-Admission.

You may make corrections to the data and **Save Corrections**, or **Delete** the entire record. To make corrections:

- Correct the fields with error flags. The error flag listing includes all Standard, Coding, and Readmission Edit errors so that you can correct them all at the same time.

Review every field that has the same type of error flag (all S, V, or K). You may not need to correct every error flag. Some of these may be relational errors where only one of the data elements requires correction.

- Correction checkboxes located at the top of the Record Correction Form are utilized to keep track of the types of corrections made. Mark the appropriate correction checkbox for the type of error you reviewed/corrected. Click **Save Corrections**.

You are automatically returned to the appropriate Listing of Records with Edit Errors. Under the "Reviewed" column heading, an "X" indicates that a record has been reviewed or corrected due to Standard (S), Coding (V) or Re-Admission (K) edit flags. Also noted is the user name of the last person who saved this record and the last date corrected.

DELETING RECORDS

Deleting records may resolve certain types of errors.

Example: Your data may fail the Trend Edit program if it contains duplicate records. Let's say that in the current report period, 71% of your records report the patient sex as Male. Historically, your facility has reported 50% male patients, so the 21% increase this report period has generated a Critical Trend flag. You examine your data and determine that of the 70 records you submitted, 50 report the patient sex as Male, but 12 of those are duplicate records. Deleting the duplicate records will lower the reporting percentage from 71% to 54%, which will resolve the error.

The Delete Selected Records checkbox column allows you to select single or multiple records for deletion. To delete records, click the checkbox next to each record you want to delete, and then click the **Delete Selected Records** bar (above the column).

ADDING RECORDS

Adding records may resolve certain types of errors.

To add records online, use the **Add Records** function under **Corrections** in the **Main Menu**. You will use the same form and follow the same process that we discussed for entering records online through Web Entry. (See the Web Entry Section of this User Guide.)

If you used Web Entry to enter your records manually, you can continue to use Web Entry to add records. MIRCal stores all your records in one group, regardless of whether you use the Manual Record Entry or Add Records function to enter them.

SEARCH RECORDS

Another tool for correcting errors is the Search Records function on the Main Menu under Corrections. When using this tool, it will be useful to have a printed copy of the specific Edit Detail Report for the edit program errors you are correcting.

The Search screen allows you to search by sequence number or abstract record number, both of which are displayed on the Edit Detail Report.

The search by sequence number is the default; however, if you prefer to search by the abstract record number, click that button. Enter the search criteria and click "**Search**". If you have entered an incorrect number, click "**Clear**". The search criteria field will be cleared.

The "**Cancel**" button will return you to the Submission Status screen.

DATA DISTRIBUTION REPORT (DDR)

The Data Distribution Report (DDR) is a three-page summary that displays each data element and lists the numerical and percentage breakdown of records within each data element category. It may be useful to compare the current DDR with historical DDR data and look for any questionable increases or decreases in the data element categories.

TREND EDIT

The Trend Edit compares the data from the current report period to your facility's historical data to identify increases or decreases in the percentage of records reported in each data element category. If the difference between the data is outside the "Allowable Difference" or a "Fixed Percentage", then the data fails that trend edit and a critical (T) or a warning (TW) flag is applied to that data element category.

Example: In the current report period your facility reported 65% Non-Hispanic patients, but in the previous report period, only 20% Non-Hispanic patients were reported. The 45% difference between the current and previous periods is above the Allowable Difference for your size facility.

(For a detailed description of MIRCal summary and detail reports and an explanation of the edit flags, see the *Edit Description Guide*. This Guide can be accessed from the MIRCal Information Website: www.oshpd.ca.gov/hid/MIRCal. Click on **MIRCal Resources** then **Manuals/Instructions/Bulletins** and finally **MIRCal Edit Description Guide**.)

Because there is no Trend Edit Detail Report, the Data Distribution Report (DDR) should be utilized to assist you in determining if the data are in error or accurate as reported. Additional reports that may assist you with data correction are Custom Reports and Special Documents.

COMPARATIVE EDIT

The Comparative Edit Program evaluates data for "reasonable" distribution of data within each data element category for the current report period. Percentages above the "Allowable Percentage" will fail the Comparative Edit. One or more identified Comparative Edit Flags will cause data to fail the Comparative Edit Program.

(For a detailed description of MIRCal summary and detail reports and an explanation of the edit flags, see the *Edit Description Guide*. This Guide can be accessed from the MIRCal Information Website: www.oshpd.ca.gov/hid/MIRCal. Click on **MIRCal Resources** then **Manuals/Instructions/Bulletins** and finally **MIRCal Edit Description Guide**.)

Because there is no Comparative Edit Detail Report, the Data Distribution Report (DDR) should be utilized to assist you in determining if the data are in error or accurate as reported. Additional reports that may assist you with data correction are Custom Reports and Special Documents.

CUSTOM REPORTS

Custom Reports are Selected Data Element (SDE) and Selected Edit Flag (SEF) reports created by OSHPD analysts and posted to the facility's MIRCal website. They are report period and facility specific. Although not limited to, they are typically used when a facility wants to look at data that has been identified on the Trend Summary, Comparative Summary and Data Distribution Reports, but which don't display individual records.

Some examples of a custom report are:

- A SDE can be created to identify a specific category within a data element, i.e. only those patients with Source of Admission, Other.
- A SDE can be created to identify records with Race/Ethnicity reported as Unknown.
- A SEF can be created to exclude Standard Edit Warning (SW) flags so the facility can review and address only the critical flags requiring correction.
- Multiple SEFs can be created so that different facility staff can address flags for specific edit programs.

SPECIAL DOCUMENTS

When requested by a facility, the Special Document function is used by OSHPD analysts to create and post any other type of document or report to MIRCal for any report period - open or closed - and regardless of report status (data are rejected, approved or available). Documents can be accessed on the Main Menu under Special Documents. They can be posted in various formats – WORD, PDF, Excel, PowerPoint, Text (.txt) or zipped files. Because reports contain confidential data they cannot be sent as an email attachment.

Some examples of a special document are:

- After their data has been made available, a facility wants to review their Standard Edit flags before and after correction
- A facility wants to make a comparison of specific past data within a specific data element/category with current report period data.

Special documents can be posted to any report period, although in most cases they will be posted to the current, open report period.

SUBMIT CORRECTIONS

Now that the data has been corrected, you must make a test or formal submission.

Test Submission

A test submission is generally made so that you can view your results and/or correct your data prior to formal submission.

To make a test submission for data corrected online:

- Click **Submit Corrections** on the Main Menu under Correction.
- The Verify Facility Information screen appears. The primary and secondary contacts as well as facility administrator information for your facility is displayed for verification.
- If this information is not accurate, click **Cancel** and contact your facility's UAA.
- If you are the UAA, you should update this information via Maintain Users on the Main Menu (see the User and General Information section of this guide for detailed instructions). You should also review the license information (types of care and service) for accuracy. Contact the OSHPD Activity Desk at (916) 324-2705 if this information is not accurate. Facility UAA(s) displayed at the bottom of the screen are for informational purposes only.
- If all information is accurate, click **Continue**.
- Select Test Submission and click **Select**.
- Click **Submit** and the submission confirmation page is displayed. Print a copy of this page for your records.
- Click **Continue** and you are returned to the Submission Status screen.

If the corrections were made on your in-house system, you will need to submit a new data file. Under Online Submissions on the Main Menu:

- Click **Submit File**.
- The Verify Facility Information screen appears. The primary and secondary contacts as well as facility administrator information for your facility is displayed for verification.
- If this information is not accurate, click **Cancel** and contact your facility's UAA.
- If you are the UAA, you should update this information via Maintain Users on the Main Menu (see the User and General Information section of this guide for detailed instructions.) You should also review the license information (types of care and service) for accuracy. Contact the OSHPD Activity Desk at (916) 324-2705 if this information is not accurate. Facility UAA(s) displayed at the bottom of the screen are for informational purposes only.
- If all information is accurate, click **Continue**.
- Select Test Submission and click **Select**.
- Enter the number of records contained in the corrected file to be submitted.
- Browse to select your data file, and then click **Attach**.
- Click **Submit** and the submission confirmation page is displayed. Print a copy of this screen for your records.
- Click **Continue** and you are back at the Submission Status screen.

Formal Submission

If your data are “Below ETL”, you do not need to resubmit your data file. Instead, you should confirm that the data currently stored in MIRCal are what you want to formally submit. Once confirmed, click **Submit Corrections** and complete the process for submitting corrections, making sure to select the “**formal**” submission type. Once your data have been formally submitted and approved, no further correction is possible.

SECTION VIII: EXTENSIONS OF TIME

Extensions are available to facilities that are unable to complete their submission of discharge data reports by the due date prescribed in Section 97211 of the California Code of Regulations, Title 22, Division 7, Chapter 10 - Health Facility Data, Article 8 – Discharge Data Reporting Requirements.

WRITTEN REQUESTS

To file a written extension request, see Section 97241 of the California Code of Regulations, Title 22, Division 7, Chapter 10 - Health Facility Data, Article 8. An electronic version of the Extension Request Form can be found on the MIRCal IWS:

<http://www.oshpd.ca.gov/hid/HID/patient/discharges/index.htm#Forms>.

Scroll down to **Other Forms** and click on Extension Request Form.

AUTOMATED REQUESTS

To file an automated seven (7) day extension via MIRCal, a facility must make a FORMAL data submission within seven days of their initial due date. If the data are rejected, an automatic seven-day extension will be granted that begins after the due date. The new due date will be displayed on the facility's MIRCal Submission Status screen.

Extension days are counted by calendar days (e.g. weekends are counted as days).

Facilities will continue to receive seven auto-extension days after every formal data submission made within seven days of their current due date until they have exhausted all available extension days. Days received but not used are credited back to the facility for use in the current report period. The number of extension days granted may be less than seven if the remaining extension days balance is insufficient.

Facilities are encouraged to make TEST submissions between due dates in order to avoid unnecessary notices to hospital administrators and due date adjustments.

SECTION IX: PENALTIES AND APPEALS

Any health facility which does not file a completed report as required by Article 8 is liable for a civil penalty of one hundred dollars (\$100) a day to be assessed and recovered in a civil action brought in the name of the people of the State of California by the Office for each day that the filing of their report is delayed, considering all approved extensions of the due date as provided in Section 97241. Assessed penalties may be appealed pursuant to Section 97052 of the California Code of Regulations, Title 22, Division 7, Chapter 10, Article 8.

Within 15 days after the date the reports are due, the Office will notify the facility of reports not yet received, the amount of liability, and the potential future liability for failure to file reports when due.

For detailed information regarding penalties and appeals, please refer to the California Patient Discharge Data Reporting Manual, Appendix E, California Code of Regulations, Title 22.

SECTION X: USER AND GENERAL INFORMATION

User Account Administrators (UAAs) are facility staff responsible for creating and maintaining their facility's MIRCal user accounts and contact information. Only a UAA will have access to user account maintenance function links under User Information on the MIRCal Main Menu.

As a UAA, you should expect to receive requests from facility users to add new users, delete users, unlock user accounts, reset passwords, change role assignments, and change user demographic information.

A UAA cannot create a user account for another UAA or for a designated agent. Only OSHPD can create these accounts. To request a UAA account, mail a completed Facility User Account Administrator Agreement with original signatures to OSHPD. For a Designated Agent account, mail a completed Agent Designation Form with original signatures to OSHPD. Both forms are available on the MIRCal IWS, MIRCal Resources: Bulletins, Forms, Manuals and Reports at:

<http://www.oshpd.ca.gov/hid/HID/patient/discharges/index.htm#Forms>

ADD NEW USER

To create a facility user account, click **Maintain Users** under User Information on the Main Menu. At the Maintain Users screen, click **Add New User**. The Add New User form is displayed. Enter the user's personal information. A red asterisk (*) next to a field means the field is required. Most of these fields are self-explanatory. Two that you should pay close attention to are:

- **Unique Employee ID**
Enter an identifier that is unique to the user and not widely known by other people. Do NOT use Social Security Numbers.
- **Correspondence Priority**
Select either Certified Mail or Email. If you select "Email", you must enter an email address. Only the Primary, Facility Administrator and Designated Agent contacts will receive correspondence.

Roles determine which MIRCal functions a user will be able to access:

This role...	Allows the user to...
Correct Data Records	Enter records and make corrections online.
Submit Data Records	Submit data files, web records, and online corrections.
Access Detail Rpt-Confident.	View detailed error reports (patient level data).

In the Roles Available list, select a role(s) to assign to the user. (NOTE: holding down the Ctrl Key while selecting roles will highlight more than one role.) Click **>> Select** to move the selection to the **“Roles Granted to this User”** list.

Role Roles Available

Correct Data Records
Submit Data Records

>>Select

<<Deselect

Roles Granted to this User

Access Detail Rpt-Confidential
Access Summary Reports

Account Status ☒ Active ☐ Inactive

Locked Status **User not locked**

User ID * User Name should be between 6 and 15 characters

Password *

Confirm Password *

Passwords are case sensitive, should be between 8 and 16 characters, have at least 1 alpha and 1 numeric character and cannot use special characters.

*** Required fields**

Apply **Cancel**

The **“Account Status”** for a new user account is always **“Active”**.

Rules to remember when assigning a username and password:

- Usernames and passwords are case sensitive. Example: “D” and “d” are not the same.
- Usernames must contain 6-15 alphanumeric characters and cannot contain spaces or special characters (* / & \$ %, etc.). Example 123456JD1
- Passwords must contain 8-16 alphanumeric characters and cannot contain spaces or special characters (* / & \$ %, etc.). Example: oshpd123
- Passwords cannot be the same as usernames.

At the bottom of the form, enter the Username and Password, and then reenter the password in the Confirm Password field.

Click **Apply**, the user account is saved and a Confirmation Page is displayed, which can be printed for your records. From this page, you can also add another user account or assign contacts for your facility by clicking on the appropriate button.

To create a new user account that contains the same address as the one displayed on the Confirmation Page, check the **Copy** address box, and then click **Add New User**.

To create an entirely new user account, click **Add New User**.

If you are not adding any other new users or assigning new contacts, click **Done**.

ASSIGN CONTACTS

To assign or change a contact, click **Assign Contacts** under User Information on the Main Menu. (Note: You can also assign contacts by clicking the **Assign Contacts** button on the Confirmation Page that is displayed when you finish adding or changing a user account.)

The Assign Contact screen shows the current contact assignments for your facility. Each list includes the names from user accounts. Select a name in the appropriate drop-down list and click **Assign**. A warning message is displayed to confirm the change. To continue, click **OK**. The updated Verify Facility Information screen is displayed. Click **Done** to be returned to the Submission Status screen.

MAINTAIN USER ACCOUNTS

User account maintenance tasks include resetting a user's password and changing, unlocking, and inactivating a user account. Only a UAA can access user account maintenance functions. Click **Maintain Users** under User Information on the Main Menu.

The Maintain Users screen lists all of the user accounts for your facility and notes whether each account is active or locked. To change user information, reset the passwords or unlock accounts, choose a user from the table and click **Modify**.

The current account information for the selected user is displayed on the Modify User screen. Update where appropriate and save the information by clicking **Apply**. A Confirmation Page is displayed showing both the old and new account information, which may be printed for your records. On this screen you can also assign contacts for your facility or click **Done**.

Locked Accounts

After three unsuccessful attempts to log on to MIRCal, a user's account will be locked. A UAA should be contacted to unlock a user's account.

To unlock an account, click the **User Locked Out** box and then click **Apply**.

Changing a Password

You should change a password if:

- There was a security violation. For example: you know or suspect that someone has discovered the user's password. Passwords should NEVER be shared.
- A user forgets their password.

To change a password, click **Change Password** to enable the password fields. Enter a new password in the Password and Confirm Password fields. This is a temporary password. Remember: Passwords must contain 8-16 alphanumeric characters and cannot contain spaces or special characters (* / & \$ %, etc.). Click **Apply**.

When the user signs on they will be prompted to change the password to one of their own choosing, as displayed below. The temporary password becomes the "old" password.

Enter Old Password

Enter New Password

Re-Enter New Password

Password must be 8 to 16 characters long and consist of at least one number and one letter

Inactivating a User

When a user no longer needs access to MIRCal, you should inactivate the user's account. If you inactivate a user account for a facility contact, you will need to assign another user to that contact position. (Refer to "Assign Contacts" in this section of the User Guide.)

To inactivate a user account:

- Select the **Inactivate** option button.
- Deselect the Roles Granted to this User (located above the Inactive button) by highlighting the roles and clicking <<**Deselect**. Click **Apply**.

CONTACT OSHPD

OSHPD is committed to providing facilities with the support needed to fulfill reporting requirements through the use of MIRCal. You may contact OSHPD via phone, mail or email. Click the **Contact OSHPD** link for specific contact information.

NEED HELP?

The drop down arrow provides you with links to the latest version of MIRCal's reporting resources.

SECTION XI: APPENDICES

APPENDIX A

MIRCAL USER GUIDE GLOSSARY

APPENDIX A: MIRCAL USER GUIDE GLOSSARY

Allowable Difference – Only the Trend Edit T003/TW03 and T004/TW04 flags use an “Allowable Difference” (based on facility size) when comparing the current data to historical data. All other Trend Edit flags use a “Fixed Percentage”. Refer to the Trend Edit Flags and Descriptions Table in the *Edit Description Guide* for specific percentages.

Approved – The data are below the Error Tolerance Level (ETL) and have successfully passed the Formal data submission.

Computer Based Training (CBT) – Training through use of a computer to help healthcare facilities and their designated agents learn how to use the MIRCal system.

Critical Flag – Identified by MIRCal to be a potential error with the record counted toward the Error Tolerance Level (ETL).

Designated Agent – A facility-contracted vendor responsible for submitting data files to OSHPD on behalf of the facility.

Discharge – A newborn or person who was formally admitted to a hospital as an inpatient for observation, diagnosis, or treatment, with the expectation of remaining overnight or longer and who is discharged under one of the following circumstances:
Is formally discharged from the care of the hospital and leaves the hospital.
Transfers within the hospital from one level of care to another level of care.
Has died.

Download – To receive/transfer files or data from one computer to another.

Error Tolerance Level (ETL) – The percentage of errors that a facility must be below in order for the data to be approved.

Extensions - Extensions of time to file discharge data reports are available to facilities that are unable to complete their submission by the due date prescribed in Regulation.

Facility Administrator – Chief Executive Officer (CEO) or equivalent.

Facility User – Healthcare facility staff member responsible for submitting data to OSHPD, retrieving submission results, and/or correcting data errors. They may perform all or some of these duties, depending on the facility's needs.

File Submission – Electronic submission of a data file via MIRCal.

Fixed Percentage – The “Fixed Percentage” can vary from one edit to another. This is applicable to all facilities regardless of size. Refer to the Trend Edit Flags and Descriptions Table in the *Edit Description Guide* for specific percentages.

Formal Submission – Facilities are required to formally submit their data and receive OSHPD approval by the report period due date. Once data are formally submitted and approved, no further corrections may be made.

Hospital Inpatient Profile (HIP) Report – A three-page aggregate summary that displays each data element and lists the numerical and percentage breakdown of records within each data element category.

Information Technology (IT) Department – Staff that provides support for data processing/information management functions. May also be referred to as the Information Systems (IS) Department.

Informational Web Site (IWS) –Term used to reference the MIRCal web site.

Main Menu – This area lists all of the MIRCal functions that you are authorized to use. Access is given based on your user type (UAA, Facility User or Designated Agent).

Medical Information Reporting for California (MIRCal) - A web-based application that provides a convenient and secure way for healthcare facilities and/or their designated agents to submit patient level data to OSHPD.

Offline Correction – An option that allows healthcare facilities to correct data within their in-house system and then submit the corrected data file through MIRCal.

Online Correction – An option that allows healthcare facilities to manually correct and submit records within MIRCal instead of resubmitting a corrected data file.

Penalty - When a healthcare facility has not submitted a discharge data abstract in accordance with the provisions of Subdivision (g) of Section 128735 and Subdivision (c) of Section 128755 of the Health and Safety Code, and the facility has not been granted a modification or extension, it may be liable for a civil penalty of one hundred dollars per day as defined in Subdivision (g) of Section 128770 of the Health and Safety Code.

Primary Contact – A facility designated staff member that is OSHPD’s main contact. The primary contact will receive MIRCal generated correspondence and is generally responsible for determining the facility staff that requires MIRCal access.

Quick Reference Guide – A PDF document that provides brief instructions on how to use the most common MIRCal functions.

Reporting Profile – A reporting profile must be created each time you log on to MIRCal and consists of a facility name, data type and report period.

Secondary Contact – A facility designated staff member that OSHPD may contact when the Primary Contact is unavailable.

Submission Status – This MIRCal screen displays the report period, due date, report status of the last submission and summary information for any previous submissions made for the selected report period.

Test Submission – Test submissions allow the facility to test their data before formally submitting it to OSHPD.

Upload - To transmit files or data from one computer to another.

User Account Administrator (UAA) – A healthcare facility staff member responsible for maintaining the facility's MIRCal user accounts and contact information.

Warning Flag – Identified by MIRCal as a potential error but is not counted towards the ETL. Data should be reviewed to ensure it is accurate as reported.

Web Entry – Data records entered directly online in MIRCal.

ZIP (.zip) – To compress a file using PKZIP, ZipIt, gzip, or other compatible archiver.

APPENDIX B

MIRCAL QUICK REFERENCE GUIDE

APPENDIX B: MIRCAL QUICK REFERENCE GUIDE

Basic Information

MIRCal Informational Web Site:

www.oshpd.ca.gov/hid/MIRCal

You may select:

- Log on to MIRCal Now
- MIRCal Resources: Bulletins, Forms, Manuals and Reports
- Take Computer Based Training
- Determine What You Need

MIRCal Hours of Operation and Support: Monday – Friday,
8:00 am. To 5:00 p.m. (Excluding State Holidays)

Passwords

Password Requirements

- You will be prompted to change your password the first time you log on to MIRCal.
- Passwords are case sensitive, must contain 8-16 characters, must be alphanumeric (at least one alpha and one numeric character), and cannot contain spaces or special characters (* / & %, etc.).
- Your password cannot be the same as your username.
- You will be locked out of MIRCal after three password failures.
- Passwords should never be shared.

Forgot Your Password or Locked Out?

- Contact your facility's User Account Administrator.

Reminders

- MIRCal will "timeout" after 15 minutes of inactivity. If you're entering a web record or making corrections, save often or you may lose the record you are working on.
- If you need an extension, you must make a formal data submission or fax an extension request to the OSHPD Activity Unit at (916) 322-9555 no later than the current report period due date.

Data Submissions

- Test vs. Formal – Use the test submission tool to correct your data before formal submission.
- File Submission vs. Web Entry – You should use File Submission unless your facility cannot produce the file extracts. In that case, use Web Entry.

Creating a Reporting Profile

Each time you log on to MIRCal, you must create a reporting profile before you can access other MIRCal functions.

1. Log on to MIRCal.
2. Currently, the only **Data Type** available is Inpatient. Click **Select**.
3. Select a **Report Period**. Make sure you select the appropriate report period for the data you want to enter, correct, or submit. Click **Select**.

Submitting a File

1. Under **Online Submission**, click **Submit File**.
2. Verify your facility information, then click **Continue**.
3. Select **Test Submission** or **Formal Submission**, then click **Select**.
4. Enter the number of records in the file to be submitted.
5. **Browse** to select your data file, then click **Attach**.
6. Click **Submit**. A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.
7. Click **Continue**.

For information on file format and specifications, go to the MIRCal Information Website: www.oshpd.ca.gov/hid/MIRCal and click on **MIRCal Resources, Bulletins, Forms, Manuals and Reports**.

Entering Records Online (Web Entry) Creating Web Records

1. Under **Web Entry**, click **Manual Record Entry**. The Record Entry page is displayed.
2. Click **Enter New Record**. The Record Entry Form is displayed. This form contains the same fields as the OSHPD Manual Abstract Reporting Form.
3. Enter the record information.
4. Click **Save with Validation**. The system validates your entries for blank fields and invalid values only. If the record contains these types of errors, they are listed in red at the top of the form.

(If the record doesn't contain blank or invalid errors, the Record Entry page is displayed. Skip steps 5 and 6.)

5. Correct the flagged errors.
Note: You can click Skip Error Correction to save the record without validation but it's more convenient to correct the record immediately rather than having to come back and correct it later.
6. Click **Save With Validation**.

Submitting Web Records

1. Under **Web Entry**, click **Submit Records**.
2. Verify your facility information, then click **Continue**.
3. Select **Test Submission** or **Formal Submission**, then click **Select**.
4. Enter the number of records to be submitted, then click **Submit**. A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.
5. Click **Continue**.

Approval Criteria/Error Tolerance Levels (ETLs)

For information on Approval Criteria/Error Tolerance Levels (ETLs), refer to the *MIRCal Edit Description Guide*, available at the MIRCal Information Website: www.oshpd.ca.gov/hid/MIRCal. Click on **MIRCal Resources, Bulletins, Forms, Manuals and Reports**.

Retrieving Results

Viewing the Submission Status

1. The Submission Status page is always the first page displayed after you log on and create a reporting profile.
2. Check the Report Status:

Test or Formal?	Results Message	Description
Either	Data Rejected	Your data failed one or more edit programs.
Test	Below ETL – Submit as Formal by Due Date	Your data are at or below the established ETLs. Further correction might be possible, but is not required. For formal approval, you must resubmit the data as a formal submission by the due date.
Formal	Data Approved	Your data has been formally approved. No further corrections are allowed.

Viewing the Error Summary

Under **Results**, click **View Error Summary**. The Main Error Summary for All Edit Programs page is displayed. This page summarizes the results of your data after it was processed through various edit programs:

- Pass – Data passed the edit program
- Fail – Data failed the edit program.
- Not Run – Edit program was not run.

Viewing and Printing Error Reports

To view and print reports, you'll need the Adobe® Reader®. You can download this free software from the Adobe Web Site.

1. Under **Results**, click **View Error Reports**.
2. Click **View** in the column and row for the report you want to open. The report is displayed in a new window, which includes a new report toolbar.
3. Use the **Save** and **Print** buttons in the report toolbar to print and/or save the report.

Making Corrections

If you created your records online (through Web Entry), you must make your corrections online.

If you submitted a data file, you can correct the data in your in-house system and submit the entire data file, or you can correct individual records in MIRCal and submit the corrections.

Do not correct records online and then resubmit a file. Your corrections will be overwritten.

Making Online Corrections

1. Under **Correction**, click **Make Corrections**.
2. Click **Correct** in the row for the type of error you want to correct. A listing of records that contain that type of error is displayed.
3. To view a record, click any entry in the row for the record. The Record Correction Form is displayed.
4. Correct the fields with error flags. Make sure that you correct **every** field that has the same type of error flag (all S, V, or K errors).
5. Mark the appropriate correction checkbox for the type of error you corrected.
6. Click **Save Corrections**.

Adding Records

1. Under **Correction**, click **Add Records**. The Record Entry Form is displayed.
2. Follow steps 3-6 in "Creating Web Records."

Searching Records

1. Under **Correction**, click **Search Records**.
2. Select one of the search options.
3. In the **Enter search criteria** field, enter a sequence or abstract record number.
4. Click **Search**.

Submitting Corrections

1. Under **Correction**, click **Submit Corrections**.
2. Verify your facility information, then click **Continue**.
3. Select **Test Submission** or **Formal Submission**, then click **Select**.
4. Click **Submit**. A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.
5. Click **Continue**.